

Security Information

MEMORANDUM FOR: All Building Evacuation Officers

20 March 1952

SUBJECT : Development of Part II -- CIA Building Emergency Plan

1. The purpose of the CIA Building Emergency Plan is to organize and develop a procedure for the protection of personnel, valuable information and government property in case of fire or air raid. The Building Emergency Plan consists of two parts as follows:

Part I - Evacuation of CIA Buildings in the Washington area because of fire, natural disaster or any other emergency requiring personnel to be evacuated from buildings. (Memorandum to All Assistant Directors, All Assistants to Deputy for Administration and All Chiefs, Administrative Offices, dated 19 December 1950.)

Part II - Action to be taken by CIA personnel in case of air raid.

With the exception of newly acquired locations, buildings now have Part I of the Building Emergency Plan sufficiently organized to proceed to the development of Part II.

2. Building Evacuation Officers and Assistants will also serve as Building Air Raid Wardens and will organize personnel in their respective buildings into teams as outlined later. Forces within each building must be organized to provide for the orderly movement of the occupants to designated shelter areas, to control the tendency toward panic and confusion that will result from eminent emergency and to provide the maximum degree of self-protection and self-assistance following a disaster. This is your responsibility; you will be in complete charge of your building when a disaster occurs and all personnel must be instructed and trained to follow your leadership and that of the subordinate workers in your Warden Organization.

3. Among other things you should select your subordinates with consideration of their qualifications for the job that you assign them. You should outline in detail the duties and responsibilities of each and thoroughly instruct and drill them. You should determine a plan, along the lines of the attached sample, for the movement of your building occupants to the shelter areas and thoroughly instruct and drill each of them in the what, when, where and how of evacuation procedure. You should see that each member of your Warden Organization receives fire fighting training, first aid and rescue procedures and any other special training required by their assignments. This training will be conducted through the cooperation of the Public Buildings Service, Captain of the Guard in General Services Administration and CIA Medical Office and will be scheduled at a later date when Building Warden Organizations are established and Building Emergency Plans are completed.

Security Information

Annex I

APR -2 1952  
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4. This is a considerable and difficult responsibility. It is a responsibility that cannot be taken lightly. Furthermore, it is in addition to your regular duties. You may call on and expect assistance from your Agency Safety Officer as well as the Agency Emergency Planning Officer who has the responsibility of coordinating the CIA Emergency activities with those of the local and Federal Civil Defense agencies. The completion of our organization, the development of our operational plan and the training of our personnel should afford greater protection and reduce casualties to a minimum if a disaster occurs.

5. The attached information is for your guidance in developing the plan for your building. This information is by no means meant to be the absolute solution to your Building Emergency Plan nor is it expected to be a guarantee of survival in case of atomic attack. It is merely an attempt to guide the individual Building Wardens in the preparation of some plan to offer personnel the maximum amount of protection available at the time, to prevent panic and unnecessary injury, and to care for the injured following a disaster. Ingenuity and plain common sense will be the greatest assets in developing such a plan and the more thorough the planning, the greater the chance of survival will be.

6. For the sake of uniformity and to assure that both parts of the Building Emergency Plan are current, your present Fire and Evacuation Plan will be revised, brought up to date and designated "Fire and Evacuation Plan", Part I of the CIA Building Emergency Plan. Part II will be designated as the "Air Raid Plan". Both plans should follow the general outline of the attached sample, should be prepared on standard 8" x 10<sup>1</sup>/<sub>2</sub>" paper and should be composed of three parts as follows:

- (a) General instructions and duties.
- (b) Assignment of Personnel.
- (c) Building floor plans showing shelter areas, first aid stations, fire fighting equipment, etc. In the case of Part I, designate evacuation routes, exits, fire fighting equipment, etc.

It should be made clear that these plans are to be developed for each individual building, as a whole, and should include all operations within the building. This means complete cooperation of the individual offices or branches within the building in order that the building plans will cover all personnel within the building. All plans should be submitted to the CIA Safety Officer, Room 1412, "I" Building, Extension 2998, for review before being put into effect.

7. This Plan is intended to cover the action taken by personnel during and immediately following an air attack. Instructions for mobilization and continuing CIA operations will be forthcoming at a later date.

2 Encls.  
1-Guide for Air Raid Plan  
2-Information Kit

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AIR RAID PLAN

PART II  
BUILDING EMERGENCY PLAN

General Instructions and Duties

BUILDING: \_\_\_\_\_ BUILDING WARDEN: \_\_\_\_\_  
ROOM: \_\_\_\_\_ EXT: \_\_\_\_\_  
ASST. BLDG. WARDEN: \_\_\_\_\_  
ROOM: \_\_\_\_\_ EXT: \_\_\_\_\_

PURPOSE:

To organize and instruct building occupants in order to afford the maximum degree of self-protection and self-assistance both during and following an air raid.

PERSONNEL INVOLVED IN PLAN:

A. BUILDING WARDEN ORGANIZATION

1. Building Warden
2. Assistant Building Wardens
3. Floor Wardens
4. Shelter Wardens
5. First Aid Teams
6. Fire Fighting Teams
7. Messengers

B. PERSONNEL

ALARM:

The present plan is to install in all buildings an interior horn-type air raid alarm. These alarms will be activated from the individual building and will also be connected to a central control point for simultaneous alerting. Such an alarm system will be in addition to the present fire alarm system.

FUNCTIONS AND DUTIES:

BUILDING WARDENS AND ASSISTANTS:

a. Develop and maintain on a current basis an Air Raid Plan for his building.

b. Designate a Building Warden's Headquarters or Control Station with the necessary personnel and facilities for directing the Air Raid Plan. Radio, telephone, Building Plan, etc.

-2-

c. Appoint Assistant Building Wardens as needed to assist in the direction of the Air Raid Plan.

d. Appoint and supervise the training of sufficient Floor Wardens, Shelter Wardens and such Deputies and Assistants as may be needed.

e. Organize and have trained a First Aid Team and establish a first aid area properly identified by signs and equipped with first aid supplies. (May be arranged through the Medical Office.)

f. Establish a Fire Fighting and Rescue Squad and a messenger service. (Reference - GSA Memorandum 1 November 1951.)

g. Select the safest areas in the building to serve as shelters for the occupants in case of emergency and designate with appropriate signs. Provide with stand-by emergency equipment. Assistance of the CIA Safety Officer may be obtained in determining Shelter Areas. (Reference - GSA Memorandum 30 November 1951, Page 2, Building Analysis Schedule, Form 122.)

h. Plan for the orderly movement of all occupants to shelter areas and indicate proper routes by standard signs. (See attached sample. Requirements for all signs may be forwarded to the CIA Safety Officer.)

i. Arrange for the control of mechanical services such as elevators, lighting facilities, water shut-off valves, etc.

j. Visitors are the responsibility of the person whom they are visiting.

#### FLOOR WARDENS:

Under the direction of the Building Warden he shall:

a. Know the layout of his floor, all vital services thereon and plans for evacuations.

b. Know the location of the shelter area, the route thereto and in emergency, direct all people on his floor to that shelter.

c. Designate individuals to assist any physically handicapped personnel.

d. Be able to command respect of all in order to prevent panic during an emergency.

e. After checking all persons off his floor to the shelter, advise the Building Warden and assume additional duties as directed.

S E C R E T  
Security Information

-3-

SHELTER WARDENS:

- a. At the first warning proceed to the shelter area and check emergency equipment. (Fire Ex~~ts~~, Radios, etc.)
- b. Help Direct personnel into shelter area and maintain order.
- c. Give instructions to personnel for personal protection. (See general instructions under Personnel.)
- d. Render assistance to the Building Warden, First Aid Teams, rescue squads or wherever needed.

FIRST AID TEAMS:

(Attend Agency First Aid Training Course)

- a. Administer first aid within the building where needed.
- b. Maintain first aid equipment at a pre-arranged safe location properly designated by the standard Civil Defense sign.
- c. Arrange for movement of injured to shelter area or to medical evacuation point if treatment is required.
- d. Render any additional assistance to Building Warden, fire fighting teams, etc., as needed.

FIRE FIGHTING AND RESCUE SQUADS:

- a. Shall be trained in fire fighting techniques.
- b. Become familiar with all water lines, fire hoses, fire extinguishers and check frequently for proper operation.
- c. Respond to locations of fires as directed by the Building Warden and attempt to extinguish fires with building fire appliances and equipment.
- d. Fill sinks, emergency buckets, etc., with water.
- e. Help transport injured persons to first aid station.
- f. Become familiar with light rescue work and maintain tools for wire cutting, timber cutting, opening jammed doors, etc.
- g. Render any assistance as directed by Building Warden.

MESSENGERS:

- a. To be assigned to the Building Control Station to carry messages and to be available in the event other communications fail.

-4-

PERSONNEL: (GENERAL)

A. ACTION TO BE TAKEN DURING WORKING HOURS:

1. With previous warning:

- a. Upon hearing the air raid siren proceed immediately to secure all classified material.
- b. Close all windows and doors and lower blinds to lessen effects of flash and flying glass.
- c. Take all coats, hats, etc., and proceed to air raid shelter area as directed by your floor warden.
- d. Keep calm - don't panic and remain in shelter area until given further instructions.
- e. Assist injured or aid in any way you are instructed to do.

2. Without previous warning:

- a. At the first indication of a blinding flash, fall to the floor against a wall, under a desk or beneath anything which will serve as a shield from the heat and blast.
- b. Cover all exposed skin areas, especially eyes and do not attempt to look at the blast.
- c. Try to protect self from flying glass, debris and falling timbers.
- d. After blast, try to reach your shelter area and offer assistance where needed.
- e. Remain indoors until given instructions to venture outside the building.

B. AFTER WORK HOURS:

- a. If at home when attack comes, take all members of the family to the basement.
- b. Take cover near an exterior wall, away from any windows if possible and use blankets, tables or any type cover to protect yourself.
- c. Keep a flashlight, water, radio and some first aid equipment handy.
- d. Remain indoors until given instructions by your Civil Defense Authorities to venture outside. Don't use telephones unless absolutely necessary.

-5-

e. If uninjured, given assistance to your local Civil Defense Warden in caring for injured, fighting fires, etc.

f. If outside when attack occurs, throw yourself in a ditch and cover exposed parts of the body. Get in a doorway if possible or anywhere to shield yourself from heat and blast.

g. Report to first aid station as soon as possible.

2 Attachments.